

Michigan checklist:

- ☐ Complete disclosure form: [https://www.tn.gov/content/dam/tn/human-services/documents/New%20TN%20Disclosure%20Form%20\(rev.%2010-2022\)template.pdf](https://www.tn.gov/content/dam/tn/human-services/documents/New%20TN%20Disclosure%20Form%20(rev.%2010-2022)template.pdf)
- ☐ Complete the Michigan form: <https://www.tn.gov/content/dam/tn/human-services/documents/Michigan.pdf>
 - **Please do NOT send this form to Michigan. Please send it to TN DHS, and TN DHS will send it to Michigan.**
 - **Please also note that the signature on the Michigan must be handwritten – it cannot be electronic.**
- ☐ Please note that Michigan requires a clear copy of the applicant's driver's license.
- ☐ Email, fax, or mail the checklist, disclosure form, clear copy of driver's license and Michigan form to:
Email: ccbackground.dhs@tn.gov

Fax: 615-532-9956

Mail:

Tennessee Department of Human Services
ATTN: Basem Girgis / OIG Background Unit
James K. Polk Building, 15th Floor
505 Deaderick Street
Nashville, TN 37243

***Disclaimer:** Please do not send forms for applicants until at least one day after their fingerprints have been completed. Please also send all forms for each applicant together, including the checklist.